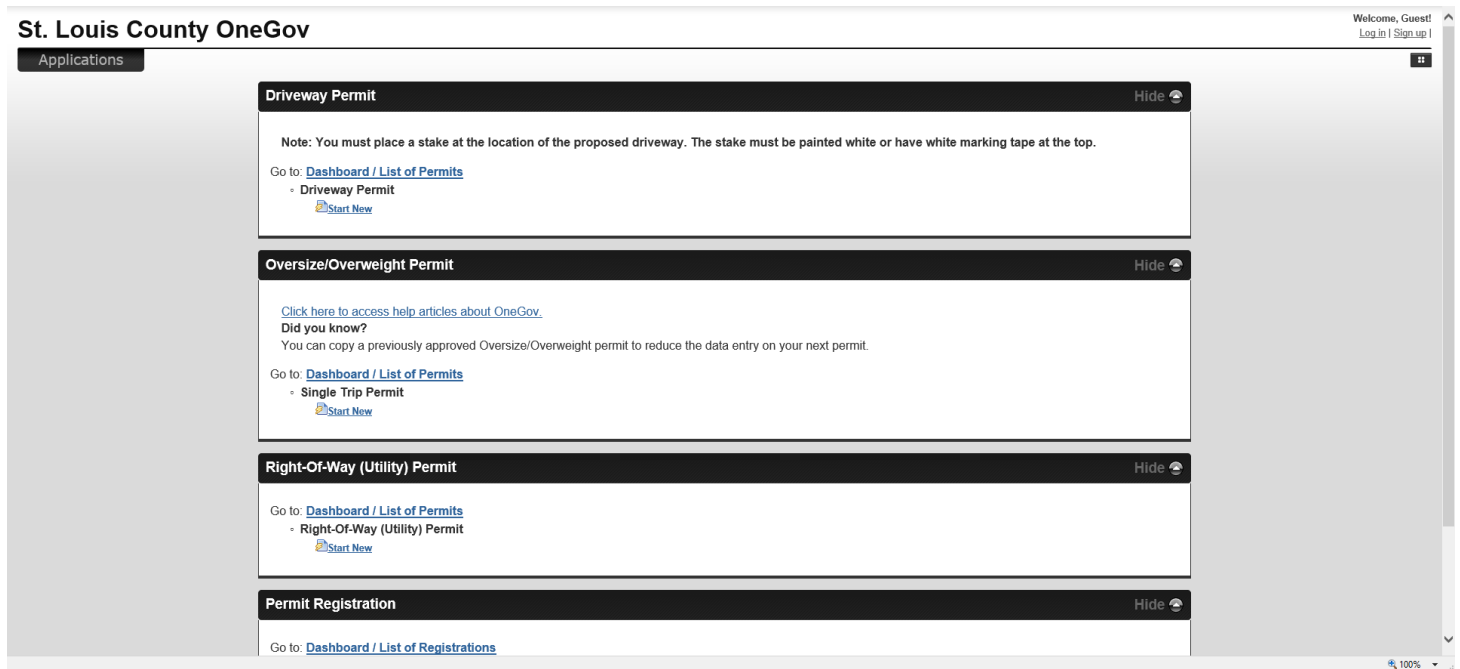


OneGov Oversize/Overweight Permit Guide

Link to OneGov for entering applications for a Driveway, Right-of-Way, or an Oversize/Overweight Permit.

<https://onegov.stlouiscountymn.gov/index/pw>

The main screen will look like this



To enter a permit you must log into the system.

Log In

- Click on **“log in”** (upper right corner).
- If this is your first time on the system click on the green **“sign up”** button, otherwise click on the **“log in”** button.

To Sign Up

To sign up, you will be required to create an account for you, or your company:

1. Login Info

- Enter your email
- Confirm your email
- Enter a password
- Confirm your password

2. Profile

- Enter First name, Middle Name. Last Name

3. Permit Profile Configuration

- Click Auto-fill from Profile to populate first row
- Enter company Name (when applicable)
- Enter phone number(s)
- Enter Mailing Address
- Click on **“Finish”**

After creating an account, you will receive an email notification with a link to activate your account. Your

account will not be valid until you activate it.

Register your company and insurance information

If you have not previously registered and provided proof of your insurance information with St Louis County, you will need to do this before you are able to enter an application for an Oversize /Overweight permit.

1. Information

- Enter your Name
- Enter Company name
- Enter phone Numbers(s)
- Enter Company Fax number
- Enter Mailing Address
- Enter Certificate of Insurance Company (ie Insurance Company Name)
- Enter Certificate of Insurance Policy Number
- Enter the Certificate of Insurance Amount
- Enter Certificate of Insurance Expiration Date
- Select if a Certificate of Insurance is already on file
- Select Browse and Upload Certificate of Insurance

2. Review

- Click on “Finish”

Oversize/Overweight Permit Application

*Required fields are marked with a red asterisk.

1. Vehicle

- Enter the Vehicle License
- Enter the USDOT Number
- Enter the Vehicles Year of manufacture
- Enter the Vehicles Make
- Enter the Vehicle Type
- Enter the Vehicles State of Registration

2. Moving Details

- Enter the move Date (permit is valid for 5 days starting at date entered)
- Enter move Description (this Description will show on your dashboard and can be used as an identifying feature, when searching for a permit to copy in the future)

3. Applicant

- Enter applicants Name
- Enter Company name
- Enter phone Numbers(s)
- Enter Company Fax number
- Enter Email address
- Enter Company address
- Enter Insurance Company Name
- Enter Amount Insured

4. Overall Dimensions

To calculate feet when you have inches (divide your inches by 12)

Example: 8 foot 7 inch load, 7 inches /12 = **0.58**. The load is **8.58** ft

- Enter Overall Length (in feet)

- Enter Overall Width (in feet)
- Enter Overall Height (in feet)
- Enter Total Gross Weight (in pounds)




























5. Route

- Enter the Origin Description (Starting point of trip on a county road)
- Enter the Destination Description (End point of trip on a county road)
- Enter the Trip Length (Length of trip on county roads only)
- Enter County Roads (county roads that will be used for this trip, list number only)
- Place a dot on the map for the moves start and end points on county roads.
 - Note the **"Address Search"** button located at the top left of the map. Entering an address here will zoom you into the map quickly.
 - The upper right of the map has icons you choose from for marking the map.

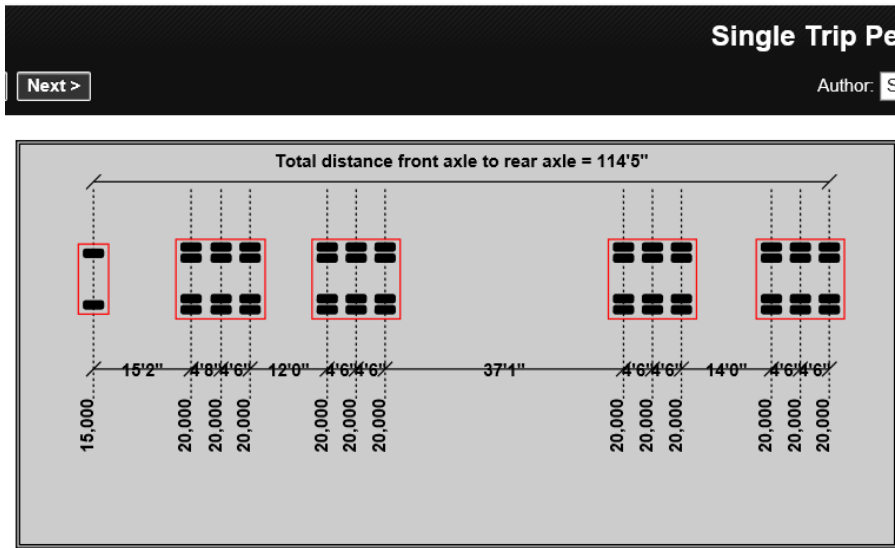
6. Axles

To add axle information click on the green plus sign in the table to create a row for entering information. Each row created will be used to describe one axle. (2 screen shots are located below as an example)

- Enter the Axle Information for the truck
 - Enter the Axle Tire Type
 - Enter the Axle Weight
 - Enter the Spacing
 - Enter the Axle Group
 - Enter the number of Wheels
- Click on the green plus sign and add the next axle's information. Repeat for each of the vehicles axles.
- Example Table and Diagram

	* Axle Tire Type	* Axle Weight	* Spacing	* Axle Group	* Wheels
 	Single	15,000	1 ft 6 in	1	2
 	Double	20,000	15 ft 2 in	2	4
 	Double	20,000	4 ft 8 in	2	4
 	Double	20,000	4 ft 6 in	2	4
 	Double	20,000	12 ft	3	4
 	Double	20,000	4 ft 6 in	3	4
 	Double	20,000	4 ft 6 in	3	4
 	Double	20,000	37 ft 1 in	4	4
 	Double	20,000	4 ft 6 in	4	4
 	Double	20,000	4 ft 6 in	4	4
 	Double	20,000	14 ft	5	4
 	Double	20,000	4 ft 6 in	5	4
 	Double	20,000	4 ft 6 in	5	4
					

- Resulting diagram



7. Trailer(s)

Click on the green plus in the table to add a row for entering trailer information. If more than one trailer, each trailer will need its own row.

- Enter the Trailer information
 - i. Enter the Trailer License #
 - ii. Enter the State of Registration
 - iii. Enter the Trailer Make
 - iv. Enter the Trailer Type

8. Terms and Conditions

- Read and click to approve the Terms and Conditions

9. Invoice

- Select payment type
- If online payment selected, follow prompts from official payments program

10. Review

- Review the permit costs and click on "Finish"

Note : If any required fields are not completed when trying to submit the application the step will highlight in red. Click on the highlighted step, and then locate the highlighted field to complete or fix the requirement.